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ABSTRACT

Supporting performance objective 16 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on editing and reviewing correspondence and reports are included in this packet. (The packet is the second in a set of three on inspecting and evaluating--CE 016 981-983.) The student materials include one business report and two business letters for the student to edit according to grammar, punctuation, capitalization, and spelling. A list of proofreading symbols, self-check answer keys, and the instructor's final checklist are also included. The instructor's manual includes instructions for the teacher, answer keys for the check-out activities, and a transparency and wall charts of proofreading symbols. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the three packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155471

INSPECTING AND EVALUATING

EDITING WRITTEN COMMUNICATIONS

STUDENT MANUAL

Materials in this Lesson
have been

Modified by
Maleeta M. Jones

from
Materials Developed and Graciously Provided by
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and
Department of Vocational Education
College of Education, University of Kentucky

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EDITING WRITTEN COMMUNICATIONS

INTRODUCTION

Communication is very important in the world of business. Few executives write a report so efficiently that it is presentable the first time. Often when a report needs to be written, the executive will write the report and give it to the secretary to revise and type. This is known as editing correspondence and reports. In this unit, you will learn to edit letters and business reports.

DIRECTIONS

Before you begin work on this unit, be sure you have completed a unit on typing business letters, manuscripts, and reports. If you have completed these units, read the objective below. If you think you are able to perform this task, read the Check-Out Activity on page 23. Then arrange with your instructor to complete the Check-Out Activity;

or

If you need to complete learning activities in order to be able to perform the tasks, turn to page 2 and complete the Learning Activities in the order given.

OBJECTIVE

Given one business report and two business letters which are in need of revision, edit these items, and type in corrected form the letters and report. Performance will be rated by the instructor based on the Instructor's Final Checklist.

LEARNING ACTIVITIES

1 READ Instruction Sheet I, SPECIAL CHECK POINTS IN EDITING.

or

2 COMPLETE Student Self-Check I, GRAMMAR.

or

3 CHECK YOUR KNOWLEDGE by completing Student Self-Check II, PUNCTUATING.

or

4 COMPLETE Student Self-Check III, CAPITALIZING.

or

5 CHECK YOUR KNOWLEDGE by completing Student Self-Check IV, SPELLING.

6 READ Instruction Sheet II, PROOFREADER'S SYMBOLS.

or

7 COMPLETE Student Self-Check V, PROOFREADER'S SYMBOLS.

or

8 READ Instruction Sheet III, EDITING CORRESPONDENCE AND REPORTS.

or

9 CHECK YOUR KNOWLEDGE by completing Instruction Sheet IV, EDITING AND TYPING FINAL COPY.

10 ARRANGE with your instructor to complete this unit by going through the CHECK-OUT ACTIVITY.

Instruction Sheet I

SPECIAL CHECKPOINTS IN EDITING

1. Be sure to read the material for correct grammar.
2. Make sure to check for proper subject-verb agreement.
3. Be sure that thoughts flow smoothly from sentence to sentence and that a new paragraph is started when the thought changes.
4. Verify figures at least twice.
5. Read figures across being careful not to skip down to the line below.
6. Make sure that the material is neat and is placed correctly in order to insure that it will present a favorable impression.
7. Be sure that there is agreement between a pronoun and its antecedent.
8. Avoid improper form of a word, such as an adjective for an adverb. Example: awful for awfully or who's for whose.
9. Check for correct punctuation. Make sure all sentences are complete.
10. Check spelling you question with a dictionary. If you are not sure of the spelling of a certain word, look it up!
11. Make sure words are divided properly.
12. Proofread for meaning. Read as if you were going to summarize the content for someone. Do not scan-read.
13. Be sure to correct any typographical errors you may detect.
14. Make sure the paper is complete in every detail and that all information contained in it is accurate.

Student Self-Check I

GRAMMAR

(1) Number on a sheet of paper 1 to 40.

(2) Write the correct answers to the following sentences.

(3) Check your answers with the key.

1. The plans of the company (has, have) been announced.
2. Mary (type, types) neat and accurate letters.
3. Either you or I (am, are) going to town.
4. The secretary and the receptionist (is, are) looking for the letter.
5. The office manager, as well as the salesmen, (is, are) here.
6. The secretary is (in, into) her private office.
7. She divided her money (among, between) her two sons.
8. Joan got (off of, off) the bus at Main Street.
9. Neither Mary (or, nor) Ruth has the pen.
10. She invited Hazel and (I, me) to go with her.
11. It (shall, will) rain tomorrow.
12. Ten dollars (is, are) all I have.
13. The committee (recommend, recommends) that we leave at three.
14. Every one of the boys (is, are) ready for the test.
15. The jury (recommends, recommend) a sentence of five years.
16. I (shall, will) be glad to deliver the message.
17. It (shall, will) rain before morning.
18. The scissors (is, are) sharp.
19. News (is, are) scarce.
20. Ten dollars (is, are) the amount due at this time.
21. Every candidate (is, are) allowed radio time.
22. Either Jane or Mary (is, are) the choice of the teachers.
23. Shorthand and typewriting (is, are) vocational courses.
24. Everyone of the girls (is, are) ready for the trip.
25. Her dress is different (than, from) mine.
26. The pie was divided (between, among) the four boys.
27. Mary called John and (I, me).
28. The man (who, whom) came to dinner remained.
29. Give it to (whoever, whomever) you see.
30. Dick is as good as (her, she).
31. This is (her, she) speaking.
32. She brought presents for Mary and (I, me).
33. The president asked (he, him) to be his assistant.
34. A reception was given for John and (she, her).
35. It may be (they, them).
36. (His, Him) speaking at the meeting was a surprise.
37. Deliver the book to (whoever, whomever) you wish.
38. We were certain about (him, his) arriving on time.
39. Jean invited Kate and (I, me).
40. (They, Them) went to the new movie.

KEY

STUDENT SELF-CHECK I

1. have
2. types
3. am
4. are
5. is
6. in
7. between
8. off
9. nor
10. me
11. will
12. is
13. recommends
14. is
15. recommends
16. shall
17. will
18. are
19. is
20. is
21. is
22. is
23. are
24. is
25. from
26. among
27. me
28. who
29. whomever
30. she
31. she
32. me
33. him
34. her
35. they
36. His
37. whomever
38. his
39. me
40. They

Student Self-Check II

PUNCTUATING

(1) Number on a sheet of paper 1 to 20.

(2) Write the correct answers to the following by writing an "R" if the sentence is punctuated correctly or by writing a "W" if it is punctuated incorrectly.

(3) Check your answers with the key.

1. The class meets at 8:30.
2. Five boy's shoes were on the floor.
3. I think we can get the five o'clock train; however, if we miss it, there is one at six o'clock.
4. Take a letter, Mary and send it by air mail.
5. Joan left for Cincinnati, Ohio, and will return tomorrow.
6. If you are interested in taking the course call me.
7. However, I shall follow your advice.
8. Jean and John's mother will be here tomorrow.
9. Please finish the work, you will then be paid.
10. Kathy, Jean and Marie are present.
11. When you have finished your work, you may leave.
12. Have you completed the report Mary?
13. Mr. Jones' book is ready.
14. The cities were listed as follows; Frankfort, Louisville, and Lexington.
15. The officer explained the law, and we left on our trip.
16. Please check the headlights, the brakes and the tires.
17. Three girl's books were on the desk.
18. The meeting will be at my mother's-in-law home.
19. Mr. Jones, the principal, gave the talk.
20. Make a left turn at the gas station, avoid the middle lane.

KEY

SELF-CHECK II

1. R
2. W
3. R
4. W
5. R
6. W
7. R
8. R
9. W
10. W
11. R
12. W
13. R
14. W
15. R
16. W
17. W
18. W
19. R
20. W

Student Self-Check III

CAPITALIZING

(1) Number on a sheet of paper 1 to 10.

2) Write the words that need to be capitalized in each sentence. If no capitalization is needed, write none. Do not write on this sheet.

(3) Check your answers with the key.

1. John received his B.S. in science.
2. Mary was glad she passed algebra II.
3. The girl lived on the west side of town.
4. During the civil war tom was wounded.
5. The president said, "meeting adjourned."
6. It was in the spring that the united states army drafted.
7. I told mother that Sally was coming to visit.
8. The national guard used plaster of paris to repair the pole.
9. She stated the following excuse: the clock did not go off.
10. She ordered the following for lunch: hamburger, french fries, and a small glass of milk.

KEY

SELF-CHECK III

1. None
2. Algebra
3. None
4. Civil War, Tom
5. Meeting
6. United States Army
7. Mother
8. National Guard
9. The
10. None

Student Self-Check IV

SPELLING

(1) Number on a plain sheet of paper 1 to 20.

(2) Write the number of the word that is spelled correctly.

(3) Check your answers with the key.

1. (1) occasion, (2) occasion, (3) occaision, (4) occassioan
2. (1) supirse, (2) surprise, (3) suprize, (4) surprize
3. (1) elligible, (2) illegible, (3) ellegable, (4) elibile
4. (1) omitted, (2) ommited, (3) omited, (4) ometed
5. (1) diliginet, (2) deligent, (3) diligent, (4) delegent
6. (1) raidios, (2) radioes, (3) radios, (4) radoes
7. (1) waether, (2) wether, (3) whether, (4) wather
8. (1) ocured, (2) occured, (3) ocurred, (4) occurred
9. (1) preced, (2) preeced, (3) precede, (4) precceede
10. (1) criticizm, (2) criticism, (3) creticizm, (4) critisms
11. (1) acomodate, (2) accomodate, (3) accommodate, (4) acamodate
12. (1) excellent, (2) excellant, (3) excelent, (4) excelant
13. (1) grammer, (2) gramer, (3) grammar, (4) grramar
14. (1) practical, (2) practicle, (3) praticle, (4) partical
15. (1) secertary, (2) secretery, (3) secretary, (4) sacretary
16. (1) quanity, (2) quantity, (3) quonity, (4) quontity
17. (1) libery, (2) libary, (3) librbary, (4) library
18. (1) definite, (2) difinite, (3) definate, (4) definit
19. (1) familar, (2) familiar, (3) famillar, (4) familer
20. (1) siezed, (2) siesed, (3) seized, (4) seised

KEY

SELF-CHECK IV

1. 1
2. 2
3. 2
4. 1
5. 3
6. 3
7. 3
8. 4
9. 3
10. 2
11. 3
12. 1
13. 3
14. 1
15. 3
16. 2
17. 4
18. 1
19. 2
20. 3

INSTRUCTION SHEET II

PROOFREADER'S SYMBOLS

The following is a list of standard proofreader's marks. These are used by the majority of secretaries in editing material. It is helpful to the secretary to learn to use these in all her written work. Study these and complete the activity that follows.

Symbol	Meaning	Example
⸗	Delete; to leave out	The men went up and down.
⊏	To move to the left	It is time to go ⊏ The boss is very ⊏ Now is the
⊐	To move to the right	One Two⊐ Three⊐
^	To insert or put in	The boy is or was little
⁀	To bring together	Some one will. I can not go.
¶	A paragraph or indention	and so forth. ¶As a new procedure.
⸗		and so forth. As a new procedure.
stet ...	Leave the original word or mark	leap stet The man was to jump out
/ #	Add another space	You will need to seeher. He is nice considerate
tr. ∩	To switch around	The bird not is.
Cap. ≡	To capitalize a letter	The president, Mr. Jay Cap it is now time to go.
/ lc	Lower case; to not capitalize	The Girl is first lc
no ¶	No paragraph	. . . to her desk. no ¶ When it is time..

STUDENT SELF-CHECK V

PROOFREADER'S SYMBOLS

Proofread the following paragraph and mark any needed corrections.

A good label is improtant on any item of clothing. It is doubly important for christmas present. The Roger label on any clothing item you select for a man or a boy tells him instantly that the style si correct, that the materials Are of fine quality that the workmanship is the bwst and the price is iright.

Why not give roger clothes for Christmas this years. Give our gift certificates if you really want to impress that speciel someone.

COMPARE YOUR COPY WITH THE ONE ON THE FOLLOWING SHEET.

KEY

STUDENT SELF-CHECK V

A good label is important on any item of clothing. It is doubly important for a christmas present. The Roger label on any clothing item you select for a man or a boy tells him instantly that the style is correct, that the materials are of fine quality, that the workmanship is the best and that the price is right.

Why not give roger clothes for Christmas this year. Give our gift certificates if you really want to impress that special someone.

Instruction Sheet III

EDITING CORRESPONDENCE AND REPORTS

The document should be easy to read. The tone of the document can play an important part in the reader's response to the document.

Whether a document is a letter or a report, it should possess cohesiveness. In order to impress the reader, the document must flow smoothly. The secretary should check for this sequence of thoughts in the document in order to be sure it is written in a logical order.

The secretary will need to check the document to verify that the information has not been altered or omitted. The secretary should examine the information for clearness and completeness. It is important that the material be typed accurately. This holds true especially when numbers are involved. For example, an error in an amount in a tabulation column of a report can mean a loss in profits to a company. The secretary needs to check the form and the spacing of the document. The secretary needs to look at the quality of the words and sentences in order to decide whether or not they are needed to improve the clarity of the document. It is very important that the document express what the writer is trying to say.

By using a reference manual and a dictionary along with the proofreader's symbols, the secretary is able to rework a rough draft so that it has a favorable effect on the reader.

Instruction Sheet IV

EDITING AND TYPING FINAL COPIES

1. Read the entire letter.
2. Reread the letter making suggested changes using proofreading symbols where appropriate.
3. Reread the edited copy for accuracy of content, clarity of expression, and smooth flowing style.
4. Type a final copy from your edited draft in modified block style with mixed punctuation.
5. Compare your final copy with the corrected copy in this unit.
6. Read over the entire business report.
7. Reread the report making suggested changes using proofreading symbols where appropriate.
8. Reread the edited copy for accuracy of content, clarity of expression, and smooth flowing style.
9. Type a final copy in unbound manuscript form from your edited draft.
10. Compare your final copy with the corrected copy in this unit.

Instruction Sheet IV Letter

January 5 19--

Mr. Vernon nelson
7,500 West End ave.
Nashville, Tennesee 37200

Dear mr. Nelson;

We think you once again for you confidance in the County trust Company during the year past. You have helpped to make this psat year one of the most profitible in our history by your good bankking record with us your cooperation in paying you notes and your many excellant sugestions.

It is our hope that we can incraese our useful to you in the coming year, and we hope that you will alway feel freee to tell us how we can out improve servicies.

Wont you come by our bank betwen the hours of 9am and 2 p.m. on Januarry 15 to pick up a gift we ahve for you, Your have our sinceere wish that the coming yearwill be a pleasant and hapy one for you andthose colse to you?

Sincerely Yours,

Frnak Smith

Instruction Sheet IV Business Report

Business communication

In order for jobs tobe completed and pople to be self assured and happy in thier work there must be good communication in the business world. Not only can the lack of communications cause routine workto fail and moral to be lowered but serous business failures can from it result?

Every one in the business world must beable to comunicate effectivelly. The events in businesss can be come bery complicated, and interwover. Communique's must be capible of filterring through the compleixities of business. Dozens of people in decision-making may depend onthe accuracy of the contained content and the porper channelling of one small piece of paper. If any link in the communication breaks system, athethe very least--time is wastd.

Students must not live inthe oblivious state of beleiving that all the wheeels and cogs of a business simple turn by themself. Student must be made aware of the factthat there are many responsisible jobs involved in making the business activitys progress smooth and that people are responsible for each for job.

There fore not many people but beople tranied in communication, must be available to the business world. It also must be noted that business comunication include must much more than just leteter writing. it includ personal behavior or human relations in most every sitaution.

KEY

INSTRUCTION SHEET IV

LETTER
PROOFREADING SYMBOLS AND EDITING

Return 4 times

January 5, 19--

Mr. Vernon nelson
7500 West End ave.
Nashville, ~~Tennesse~~ TN 37200

DS

Dear mr. Nelson:

We think you once again for your confidance in the County trust Company during the year past. You have helpped to make this past year one of the most profitible in our ~~hist~~ history by your good banking record with us, your cooperation in paying you notes, and your many excellent sugestions.

It is our hope that we can increase our useful new to you in the coming year, and we hope that you will always feel free to tell us how we can our improve services.

Wont you come by our bank betwen the hours of 9am and 2 p.m. on January 15 to pick up a gift we have for you, Your have our sincere wish that the coming year will be a pleasant and hapy one for you and those close to you.

Sincerely Yours,

Return 4 times

Frank Smith

Ref. Ini.

KEY

INSTRUCTION SHEET IV

LETTER

FINAL COPY

January 5, 19--

Mr. Vernon Nelson
7500 West End Avenue
Nashville, TN 37200

Dear Mr. Nelson:

We thank you once again for your confidence in the County Trust Company during the past year. You have helped to make this past year one of the most profitable in our history by your good banking record with us, your cooperation in paying your notes, and your many excellent suggestions.

It is our hope that we can increase our usefulness to you in the coming year, and we hope that you will always feel free to tell us how we can improve our services.

Won't you come by our bank between the hours of 9 a.m. and 2 p.m. on January 15 to pick up a gift we have for you. You have our sincere wish that the coming year will be a pleasant and happy one for you and those close to you.

Sincerely yours,

Frank Smith

xxx

KEY

INSTRUCTION SHEET IV

BUSINESS REPORT

PROOFREADING SYMBOLS AND EDITING

center

Business communication

Indent 5 In order for jobs to be completed and people to be self-assured and happy in their work, there must be good communication in the business world. Not only can the lack of communications cause routine work to fail and morale to be lowered but serious business failures can from it result.

Everyone in the business world must be able to communicate effectively. The events in business can become very complicated, and interwoven. Communique's must be capable of filtering through the complexities of business. Dozens of people in decision-making roles may depend on the accuracy of the printed content and the proper channelling of one small piece of paper. If any link in the communication breaks system, at the very least--time is wasted.

Students must not live in the oblivious state of believing that all the wheels and cogs of a business simply turn by themselves. Students must be made aware of the fact that there are many responsible jobs involved in making the business activity's progress smooth, and that people are responsible for each for job.

Indent 5 Therefore not many people, but people trained in communication, must be available to the business world. It also must be noted that business communication includes much more than just letter writing. it includes personal behavior or human relations in most every situation.

KEY
INSTRUCTION SHEET IV
BUSINESS REPORT
FINAL COPY

BUSINESS COMMUNICATION

In order for jobs to be completed and people to be self-assured and happy in their work, there must be good communication in the business world. Not only can the lack of communication cause routine work to fail and morale to be lowered, but serious business failures can result from it.

Everyone in the business world must be able to communicate effectively. The events in business can become very complicated and interwoven. Communique's must be capable of filtering through the complexities of business. Dozens of people in decision-making roles depend on the accuracy of the printed content and the proper channeling of one small piece of paper. If any link in the communication system breaks, at the very least--time is wasted.

Students must not live in the oblivious state of believing that all the wheels and cogs of a business simply turn by themselves. Students must be made aware of the fact that there are many responsible jobs involved in making the business activities progress smoothly, and people are responsible for each job.

Therefore not many people, but people trained in communication, must be available to the business world. It also must be noted that business communication includes much more than just letter writing. It includes personal behavior or human relations in most every situation.

CHECK-OUT ACTIVITIES

The statement below explains the activity you must be able to do in order to finish this unit. As you complete the activity, your instructor will rate your performance using the Instructor's Final Checklist, EDITING WRITTEN COMMUNICATIONS.

Revise and edit the two business letters and one buiness report which follow.

1. Read the entire document.
2. Make suggested changes, using proofreader's symbols where appropriate.
3. Reread the edited copy for accuracy of content, clarity of expression, and smooth-flowing style.
4. Type a corrected copy of the first letter in block style with open punctuation.
5. Type a corrected copy of the second letter in modified block style, with indented paragraphs and mixed punctuation.
6. Type a corrected copy of the manuscript in unbound style.

CHECK-OUT ACTIVITIES Letter One

January 30, 19--

Attention John m. Kaldwell

Worldwide Travel Agancy
1,732 adventure bouldward
Miame, FA 31370

Gentleman;

I am considering an inventement in the Vesper Islands, and Iwould like eny information your may be able to give me conserning them. Of cource, my maine interest is there tourists trade.

Do you have any figures regardding their number of tourests who sued you agencie too travel there duringthepast decasde? What is the group age off must of those tourests? What is the avreage length of time spent in the Islands?

I have sincerely appreciated any help you may gave me about these matters.

Sincerly Yours,

Loretta S. Jaunders

CHECK-OUT ACTIVITIES Letter Two

Febary 27, 19--

Mrs. Lorretta S. Sanders
7492 Smith Avenue, N. #E.
Orlando, Florida 31295

Dear Miss Sanders,

We are hapy to ansewr your questions concerning the Vesper Islands. May we add that you choice of this investment is, in deed, a excellent won.

The Vesper Islands are a lovely change of itropical islands located in the Mediterranean, which atract many tourists each eyar . The islands offer a iwde variety of entertainment for alld and young alike. Conse-qquently, the islands are by enjoyed all; however , the maine are group seems tobe between 20-35 and 50-65. Last year, over 650 pople used our agencys to make travel their arrangments. In thepast 10 years, we have handled over 180,000 touristss traveling to the Vestper Islands.

We hope this infornation will be helpful toyou please call on us as sson as you deside when you will call us to want to travel to the Vesper Islands. We will be happy too male youre arrangmemts.

Fondly yours;

WORLDWIDE TRAVELL AGENCY

Jon M. Caldwell, Agent

P. W. We our inclosing a report about the about the Vesper Island for you help.

Enclosures

Check-Out Activities – Manuscript

THEVESPER OILANDS

The vesper Islands are located in the Mediterranean off of the cost of Egypt. This island have long time been a scuba haven. They are own gaining popularity also with nondivers who want to get away from all. Their is also great w2imming, fishing, snorkling, beachcoming motorbiking; sailing, and hiking.

Transparent waters, a fantasstic coral reefe, and shimering cascades of tripicel fish make the Vesper Islands a paradice for skin divers. This Mediteranean island earlnys high marks for their freindliness and informality.

Hotel rates may sounds high but most meals are included, and youre honda rental is practicaly your only extra.

Youll find many beechfront hotels from two chose your logding. Rates from range $28 to $87 a day. This rate includes breakfast and dinner.

U will find much nightlife on the Vesper Islands, and will particularilly enjoy the native entertainment. You may wont to vist old historical houses, or ruints of older civilisations. There's plenty also of gampling in the Vesper Islands; be sure to try the Playboy Club.

U go exploring you mayrent a car, bike, or motor cycle. You must be 25 years old to rent a mortorized vehicle, and the driving laws are verry strict.

For farther details, contact the Vesper Islands Tourist Council, Dept. ICA, Fifth Avenue, New Yourk City, New York 10077.

Student _____

Date _____

EDIT AND REVIEW CORRESPONDENCE AND REPORTS

Instructor's Final Checklist

Check the student's performance in the following elements of editing and reviewing correspondence and reports.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

	Student Performance			
	Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
1. Corrected grammatical errors	[ ]	[ ]	[ ]	[ ]
2. Corrected punctuation errors	[ ]	[ ]	[ ]	[ ]
3. Did not change content meaning	[ ]	[ ]	[ ]	[ ]
4. Used consistent format	[ ]	[ ]	[ ]	[ ]
5. Used writing style compatible with employer's preference	[ ]	[ ]	[ ]	[ ]
6. Used clear and concise wording in revision of material	[ ]	[ ]	[ ]	[ ]
7. Used proper proofreading symbols	[ ]	[ ]	[ ]	[ ]
8. Corrected spelling errors	[ ]	[ ]	[ ]	[ ]
9. Used modified block style for letter	[ ]	[ ]	[ ]	[ ]
10. Used unbound style for manuscript	[ ]	[ ]	[ ]	[ ]

INSPECTING AND EVALUATING EDITING WRITTEN COMMUNICATIONS

INSTRUCTOR'S MANUAL

Materials in this Lesson
have been

Modified by
Maleeta M. Jones

from
Materials Developed and Graciously Provided by
Bureau of Vocational Education, State Department of Education
and
Department of Vocational Education
College of Education, University of Kentucky

These materials support
Performance Objective 16 of the
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Clemson, South Carolina 29631

1977

NOTES TO TEACHER

Please review this module carefully before beginning instruction. A transparency and wall charts of proofreading symbols are provided.

To prepare this module for student use, you will need to duplicate the following perishable items located in the student manual.

Student Self-Check V, page 13
Instruction Sheet IV – Letter, page 17
Instruction Sheet IV – Business Report, page 18
Check-Out Activities – Letter One, page 24
Check-Out Activities – Letter Two, page 25
Check-Out Activities – Manuscript, page 26
Instructor's Final Checklist, page 27

Keys for the Check-Out Activities are provided in your manual. Answers may vary because of editorial changes; use your judgement in evaluating.

KEY

CHECK-OUT ACTIVITIES

LETTER ONE

PROOFREADING SYMBOLS AND EDITING

January 30, 19--

Attention John m. Kaldwell

Worldwide Travel Agency
1732 adventure boulevard
Miami, FA 31370

Gentleman:

I am considering an investement in the Vesper Islands, and I would like any information you may be able to give me concerning them. Of course, my maine interest is there tourists trade.

Do you have any figures regarding the number of tourists who used your agencie to travel there during the past decade? What is the (group age) of most of those tourists? What is the average length of time spent in the Islands?

I have sincerely appreciates any help you may give me about these matters.

Sincerly Yours,

Loretta S. Saunders

Return 4 times

Ref. ini.

KEY

CHECK-OUT ACTIVITIES

LETTER ONE

FINAL COPY

January 30, 19--

Worldwide Travel Agency
1732 Adventure Boulevard
Miami, FL 31370

Attention John M. Caldwell

Gentlemen

I am considering an investment in the Vesper Islands, and I would like any information you may be able to give me concerning them. Of course, my main interest is in the tourists trade.

Do you have any figures regarding the number of tourists who used your agency to travel there during the past decade? What is the age group of most of these tourists? What is the average length of time spent in the Islands?

I would sincerely appreciate any help you may give me about these matters.

Sincerely yours

Loretta S. Saunders

xxx

KEY
CHECK-OUT ACTIVITIES
LETTER TWO
PROOFREADING SYMBOLS AND EDITING

Febary 27, 19--

Mrs. Lorretta S. Sanders
7492 Smith Avenue, N.E.
Orlando, ~~Florida~~ FL 31295

Dear ~~Miss~~ Sanders:

We are hapy to answer your questions concerning the Vesper Islands. May we add that your choice of this investment is, indeed, a excellent ~~word~~ one.

The Vesper Islands are a lovely ~~change~~ chain of tropical islands located in the Mediterranean, which attract many tourists each years. The islands offer a wide variety of entertainment for child and young alike. Consequently, the islands are by enjoyed all; however, the main age groups seems to be between 20-35 and 50-65. Last year, over 650 pople used our agency to make travel their arrangments. In the past 10 years, we have handled over 180,000 tourists traveling to the Vesper Islands.

We hope this information will be helpful to you, please call on us as soon as you decide when you ~~will call us to~~ want to travel to the Vesper Islands. We will be happy to make your arrangments.

~~Sincerely~~ Fondly yours,

WORLDWIDE TRAVEL AGENCY

Jon M. Caldwell, Agent

P.S. We our enclosing a report about the ~~about the~~ Vesper Islands for your ~~help~~ information.

Enclosures

KEY
CHECK-OUT ACTIVITIES
LETTER TWO
FINAL COPY

February 27, 19--

Ms. Loretta S. Saunders
7492 Smith Avenue, N.E.
Orlando, FL 31295

Dear Ms. Saunders:

We are happy to answer your questions concerning the Vesper Islands. May we add that your choice of this investment is, indeed, an excellent one.

The Vesper Islands are a lovely chain of tropical islands located in the Mediterranean, which attract many tourists each year. The islands offer a wide variety of entertainment for old and young alike. Consequently, the islands are enjoyed by all; however, the main age groups seem to be between 20-35 and 50-65. Last year, over 650 people used our agency to make their travel arrangements. In the past 10 years, we have handled over 180,000 tourists traveling to the Vesper Islands.

We hope this information will be helpful to you. Please call on us as soon as you decide when you want to travel to the Vesper Islands. We will be happy to make your arrangements.

Sincerely yours,

WORLDWIDE TRAVEL AGENCY

John M. Caldwell, Agent

xxx

P.S. We are enclosing a report about the Vesper Islands for your information.

Enclosure

KEY
CHECK-OUT ACTIVITIES
MANUSCRIPT
PROOFREADING SYMBOLS AND EDITING

center
THE VESPER ISLANDS

TS

DS The yesper Islands are located in the Mediterranean off of the cost of Egypt. This islands have long time been a scuba haven. They are own gaining popularity also with nondivers who want to get away from all. Their is also great swimming, fishing, snorkling, beachcoming, motorbiking, sailing, and hiking.

No ¶ Transparent waters, a fantastic coral reefs, and shimering cascades of tropical fish make the Vesper Islands a paradize for skin divers. This Mediteranean islands earnys high marks for their freindliness and informality.

DS Hotel rates may sounds high but most meals are included, and youre honda rental is practicaly your only extra. expense

Indent 5 Youll find many beachfront hotels from two chose your lodging. Rates from range $28 to $87 a day. This rate includes breakfast and dinner. start which

Indent 5 You will find much nightlife on the Vesper Islands, and will particularly enjoy the native entertainment. You may want to visit old historical houses, or ruins of older civilizations. There's plenty also of gambling in the Vesper Islands; be sure to try the Playboy Club.

Indent 5 To go exploring you may rent a car, bike, or motorcycle. You must be 25 years old to rent a mortorized vehicle, and the driving laws are very strict.

For farther details, contact the Vesper Islands Tourist Council, Dept. ICA, Fifth Avenue, New Yourk City, New York 10077.

THE VESPER ISLANDS

The Vesper Islands are located in the Mediterranean off the coast of Egypt. These islands have long been a scuba haven. They are now gaining popularity with nondivers who want to get away from it all. There is also great swimming, fishing, snorkeling, beachcombing, motorbiking, sailing, and hiking. Transparent waters, a fantastic coral reef, and shimmering cascades of tropical fish make the Vesper Islands a paradise for skin divers. These Mediterranean islands earn high marks for their friendliness and informality.

You'll find many beachfront hotels from which to choose your lodging. Rates range from $28 to $87 a day. This rate includes breakfast and dinner. Hotel rates may sound high but most meals are included, and your Honda rental is practically your only extra expense.

You will find much nightlife on the Vesper Islands, and will particularly enjoy the native entertainment. You may want to visit old historical houses, or ruins of older civilizations. There's also plenty of gambling in the Vesper Islands; be sure to try the Playboy Club.

To go exploring you may rent a car, bike, or motorcycle. You must be 25 years old to rent a motorized vehicle, and the driving laws are very strict.

For further details, contact the Vesper Islands Tourist Council, Dept. ICA, Fifth Avenue, New York City, New York 10077.

PROOFREADER'S SYMBOLS TRANSPARENCY

SYMBOL	MEANING	EXAMPLE
ℓ –	Delete; to leave out	The menu went up and on down.
[	To move to the left	It is time to go [The boss is very [[Now is the
]	To move to the right	One Two] Three
^	To insert or put in	The boy is or was little ^ ,
⌒	To bring together	Some one will. I can not go.
¶	A paragraph or indention	and so forth.¶As a new procedure. and so forth. As a new procedure.
stet ...	Leave the original word or mark	stet leap ℓ The man was to jump out ...
# /	Add another space	You will need to see her. He is nice, considerate #
tr ∽	To switch around	The high not is
Cap. ≡	To capitalize a letter	The president, Mr. Jay ≡ Cap. It is now time to go.
lc. /	Lower case; to not capitalize	The Girl is first lc.
No ¶	No paragraph	... to her desk. ←When it is time...

No ¶

NO PARAGRAPH

no ¶

...to her desk.

no ¶ When it is time ...

...to her desk.

When it is time ...

INSERT

This material is to be duplicated.

This letter is ready; the others are not.

Accuracy is vital

INSERT SPACE

#

Be sure to proofread.

/

Be sure to proofread.

CAPITALIZE

cap.
keep eyes on copy!

≡ keep eyes on copy!

K Keep eyes on copy!

TAKE OUT-DELETE

S **Be at ~~work~~ work on time.**

— **Be at ~~work~~ work on time.**

DO NOT DELETE
LET IT STAND

stat

Typing is a skill that is ~~not~~ easy to build.

stat

. . .

Typing is a skill that is ~~not~~ easy to build.

. . .

MOVE TO THE RIGHT

This method may save time.
What do you think ?

This method may save time.
What do you think ?

MOVE TO THE LEFT

[It is time to go.

[The boss is very late.

← It is time to go.

←—The boss is very late.

LOWER CASE

lc. lc.

Typing is an Important skill.

/ Typing is an Important skill.

TAKE OUT SPACE

✓ Try ✓ to ✓ be ✓ punctual.

← Try to be punctual.